

REQUEST FOR STUDENT TRAVEL SUPPORT
COLLEGE OF LIBERAL STUDIES

Name _____	_____	_____	_____
(Last)	(First)	Recommending Department	Date
Campus Address		Campus Phone	
Organization and Event			
Date(s) of Travel		Location	

Attach a 1-2 page proposal that describes the nature of your travel and how the outcomes of the travel will impact your academic and/or professional growth.

Cost Estimate: (Refer to Travel Guidelines, available from University Financial Administration on the web at: <http://www.uwlax.edu/travel/>)

Transportation:	Auto mileage _____ or Airfare \$ _____	Total	\$ _____
Lodging:	Number of nights _____ at \$ _____ per night		_____
Meals:	Number of days _____ at \$ _____ per day		_____
Miscellaneous (please itemize)			_____
	Total Estimated Amount	(Grand Total)	\$ _____

Approval of Supporting Department:

List funding provided by the supporting department: \$ _____
 List other student members of the Department also attending:

Department Chair's Signature	Sponsoring Advisor/Faculty Signature
------------------------------	--------------------------------------

List other sources of support such as registration waiver, foundation grants, external grants, etc.

Total \$ _____

Total cost of Travel	\$ _____
Total amount requested from the College of Liberal Studies	\$ _____

Total Amount Granted Total \$ _____

Date	Dean's Signature
------	------------------